

There is a set time period for receiving chapter packets at Transition Center. See below.

TIME PERIOD FOR RECEIVING CHAPTER PACKETS AT TRANSITION CENTER

Chapter packets are brought to the Transition Center everyday between 1300 and 1400 hours by SJA and all the BDE legal clerks. Only the legal clerks are authorized to bring them, no one else.

Transition Center has set the time period of 1300 to 1400 hours for receipt of Chapter packets. This time period is set aside, free of scheduled appointments, to allow the Chapters clerk to preview and receive the packets in the most expeditious manner as possible. Upon receipt of the packet(s), the Chapters clerk will check to see if the packets(s) have everything that is needed administratively, to process the Soldier. If packet is incomplete, it is returned. The time prior to and subsequent to receiving chapter packets, is spent processing previously scheduled appointments, breaking down all separation documents for filing and forwarding to required agencies, working up separation packets already received, answering telephone inquiries, responding to unscheduled walk-ins, and making calls to units to schedule new appointments. In addition, the Chapters clerk maintains a daily log on all chapters received and processed, and submits it via email to all appropriate offices. A lack of adherence to this time period for this process invites numerous and unnecessary interruptions that will disrupt an orderly and efficient process.

After accepting the Chapter packet from legal, Transition Center clerk will complete work up of the separation packet which involves the input of all the information for creation of a DD 214 worksheet and draft order, write up of all documents in the pre-made document separation packet which includes request for orders, ID turn in form 323, memo for S-1, file card and Transitions Finance Checklist. Finance will be notified so they can do a pre work up.

Once packet workup is complete, Transition Center will contact Soldier's 1SG to schedule an appointment. This takes place within 7 working days from receipt of Chapter, depending on number of chapters received.

Soldier will come in with escort (if involuntary chapter) and in military uniform at the scheduled time with ID card and clearing papers. At this time a separation date will be established based on if Soldier needs transportation and is living on post (barracks or housing), and is authorized to take leave. Soldier will be sent to transportation to get date for pickup, of HHG. Orders will then be issued, the DD 214 worksheet reviewed, and all other required separation documents completed and reviewed. Then depending on separation date and when and if member is authorized transition leave, he will be sent to Finance or scheduled for Finance to process and given a final out appointment.

On final out, Soldier will return to Finance for final signatures, then to In/Out Processing to turn in both installation and unit clearance papers. They will stamp them (if member is totally cleared and has all required signatures), make a copy and give copy to member. He will then return to Transition at scheduled time.

Soldier will verify that all corrections and additions to his DD214 have been made and digitally sign the DD214. Member will be given the # 1 and # 4 copies of his DD 214 for which he will sign. He will be briefed on Safeguarding his DD 214, given a Departure Information Sheet and sign out with the Transition Center.

Once this has been completed, member will be given a memo with a copy of his orders and stamped clearance papers stapled to it. He will take this back to the S-1 and sign out with the unit at the appropriate time.